

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105740

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005609

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Printing Machine Operator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 07  
Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30AM

TO: 4:30PM

PART-TIME

Report in location subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Operates variety of high speed black & white & color duplicating equipment & offset printing presses to produce high quality & specialized printed materials (e.g., Xerox, Konica Minolta, Canon, Kodak); operates various printing software systems for transferring electronic files to printers connected to network; prepares PDF files with Adobe software when necessary; works with Microsoft Office Suite & other related software programs for use of digital printing (e.g., PageMaker, Quark Express, Corel Word, Freehand, Indesign, Color Splitter software, Printshop Mail, & other related software programs); operates equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinloop Binder, high speed intelligent inserter); stocks shelves; maintains accurate & up-to-date inventory of all supplies & warehouse items; ensures stock has been properly acclimatized prior to use; lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs.; cleans & maintains equipment; operates document scanning equipment & uses various software programs to index scanned documents into digital files.	Knowledge of (1) safety practices; Skill in (2) operation of equipment required by assignment (e.g., Xerox, Konica Minolta, Canon, Neopost Inserter); (3) operation of personal computer using Microsoft Office, Adobe software, PageMaker, Quark Express, Corel Word, Freehand, Indesign, Colorsplitter, & Printshop Mail. Ability to (4) carry out instructions in written, oral or picture form; (5) recognize safety warnings; (6) answer routine inquiries regarding the use & transfer of electronic printed files; (7) cooperate with co-workers on group projects; (8) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.
30	Loads/unloads vehicles & picks up/delivers copy center printed materials to & from customers: lifts, pulls, pushes & otherwise moves printed materials in containers weighing up to 50 lbs each onto flatbed or two-wheel cart (i.e., may require extensive walking & operation of state delivery van in accordance with DAS Directive GS-D-02); coordinates pick up & delivery of jobs with customers.	Knowledge of 1, (9) inventory control. Skill in 2 Ability to 4, 5, 8, (10) obtain & maintain valid driver's license.
20	Performs clerical support functions: logs data into Excel spreadsheets for further breakdown of monthly production reports; answers routine questions for customers to help expedite jobs; converses with other copy centers daily to help expedite location of jobs for printing; supplies supervisor with data reports when requested; works with Microsoft Outlook for e-mailing correspondence to other copy center personnel; may be required to work in satellite centers; performs related duties as required.	Skill in 3 (e.g., Excel, Outlook). Ability to 7, (11) complete routine forms; (12) maintain accurate records & reports; (13) listen & communicate customers' needs.  *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/a*

3/14/13

april 3-15-13 al

JOB CODE  
52731

JOB TITLE  
Printing Machine Operator